

	<b>REQUEST FOR QUOTATION</b>	<b>PURCHASING SERVICES SECTION</b> Department of Administration 103 North 15th Avenue Phoenix, Arizona 85007 <b>Charles L. Guiggey</b> Procurement Officer 602-542-5690
	<b>QUOTATIONS WILL BE RECEIVED UNTIL: 3:00 P.M. M.S.T.</b>	
	<b>OCTOBER 21, 2004</b>	
	<b>SOLICITATION NO: 6-055 Requisition No.: 31281</b> <b>400 WEST CONGRESS - TUCSON</b> <b>EMPLOYEE GARAGE ENTRANCE COILING GRILLE</b>	
		Page 1 of 16

### THIS IS NOT A PURCHASE ORDER

The terms and conditions on the reverse side of this form should be reviewed and understood before preparing a quotation. The quotation shall be the best net price, FOB destination, to include all delivery charges, and taxes if applicable. Delivery schedule and discount for early payment shall be indicated in the spaces provided below. Return the quotation by the above time and date to the above address. Please reference the Buyer's name and the RFQ number on the outside of the return envelope.

<b>DELIVERY LOCATION: SEE BELOW</b>		<b>BUYER: Charles L. Guiggey</b>		
<b>VENDOR QUOTATION</b>				
Item	Description of Material, Service or Construction	Quantity	Unit Price	Extended Price
	<b>Project Location:</b>  <b>STATE OFFICE BUILDING</b> <b>400 WEST CONGRESS</b> <b>TUCSON, ARIZONA 85701</b>  The Purpose of this Request For Quotation is to provide all labor, materials, equipment and services and perform all work necessary to remove the existing Employee Garage Entrance Coiling Grille and furnish & install two (2) new 12' X 8' Employee Garage Entrance Coiling Grilles at the State Of Arizona, 400 West Congress, Tucson Arizona 85701 in accordance with Specifications developed by ADOA-GSD Facilities Operation & Maintenance.  <b>PRE-OFFER CONFERENCE</b>  <b>OCTOBER 14, 2004</b> <b>10:30 A.M. MST</b> Date Time  <b>LOCATION: STATE OFFICE BUILDING</b> <b>400 WEST CONGRESS</b> <b>TUCSON, ARIZONA 85701</b> <b>MEET AT SUITE # 131 - NORTH BUILDING</b>  The bidder proposes to furnish all labor, materials, equipment, and services to perform all work necessary in accordance with the Terms and Conditions, Scope of Work, and Specifications and Page 5. Price Sheet as contained in this Solicitation.			
<b>THIS SECTION MUST BE COMPLETED BY VENDOR</b>				
Delivery shall be made _____ calendar days after receipt of order. Payment Terms: _____				
Company Name	Address	City	State	ZIP Code
		Phone Number		

Signature

Date

Typed Name and Title

**INTRODUCTION****PURCHASING SERVICES SECTION**

Department of Administration  
15 North 15<sup>th</sup> Avenue, Suite 201  
Phoenix, Arizona 85007  
(602) 542 5636

Charles L. Guiggey, Procurement Officer

Page 1

**SOLICITATION NO: 6-055****400 WEST CONGRESS - TUCSON****EMPLOYEE GARAGE ENTRANCE COILING GRILLE**

The State of Arizona plans to enter into a Contract to provide all labor, materials, equipment and services and perform all work necessary to remove the existing Employee Garage Entrance Coiling Grille and furnish & install two (2) new 12' X 8' Employee Garage Entrance Coiling Grilles at the State Of Arizona, 400 West Congress, Tucson Arizona 85701 in accordance with specifications developed by ADOA-GSD Facilities Operation & Maintenance.

**TIME OF COMPLETION:** ADVISE BEST DELIVERY AVAILABLE

**SOLICITATION REQUIREMENTS:** Bonding will not be required.

A complete bid package. Pages 1 through 16 with plans and specifications can be obtained at no charge by:

1. Vendor pick-up at ADOA Purchasing Services, 100 North 15<sup>th</sup> Avenue, Suite 201, Phoenix, Arizona 85007 between the hours of 9:00 am. & 4:30 pm. MST.
2. Phone request; By calling Purchasing Services Office at 542-5676 between the hours listed above and requesting bid number 6-055. Bid package will be mailed to requesting companies. If requesting bid documents via Overnight or Express mail, offeror shall forward their account number as part of the request.

Bids will be received until 3:00 P.M. MST, October 21, 2004 by Charles Guiggey, Procurement Officer, Arizona Department of Administration, Purchasing Services, 100 North 15<sup>th</sup> Avenue, Suite 201, Phoenix Arizona 85007. Bids received after this date and time will not be considered.

**\*\*\* NOTE \*\*\*****REQUIRED BID SUBMITTAL DOCUMENTS**

⇒ **PAGE 1 - COMPLETED & SIGNED AT BOTTOM**

⇒ **PAGE 5 - COMPLETE PRICE INFORMATION & COMPANY NAME AT BOTTOM**

Acceptable methods of bid submissions are as follows; Hand delivered, Mail, or Facsimile. If hand delivered or mailed, Offeror must submit bid in a sealed envelope with Bid No. 6-055 clearly marked on the outside of said envelope. If responding by facsimile, Offeror must fax bid to (602-264-4640) to the attention of Charles Guiggey. Facsimiles not sent to the above destination on or before the Time and Date specified for bid closing will not be considered.

The State reserves the right to waive any material defect or informality; or reject any and/or all bids, or portions thereof, or to issue the solicitation.

The State Purchasing Services Department encourages substitute products with low or no content of reactive organic compounds. Substitution requests shall be submitted to the Purchasing Officer cited herein.